

## STATEMENT OF WORK

### 1. Background

*The State Election Commission (SEC) is mandated to supervise the conduct of county boards of voter registration and elections to ensure compliance with applicable state and federal law or SEC policies and procedures. The SEC seeks to contract with a vendor to develop consistent policies and procedures for county boards of voter registration and elections.*

### 2. Objectives

*Provide county boards of voter registration and elections with uniform voter registration and election related policies and procedures to improve uniformity and election administration in the state.*

Project Commencement Date: July 1, 2021  
Estimated Project Completion Date: December 31, 2021

### 3. Scope

*Describe the type of work (range of tasks) the task order will support. Use language that is found in the "CONSULTING & ASSESSMENT CATEGORIES" and "CONSULTING SERVICES WITHIN GENERAL SCOPE" subsections of Section III of the solicitation in order to link the scope of this Job Order Request to the scope of the Contract. Include any considerations the Contractor may need in order to provide an accurate JOQ.*

*Operational management – overseeing, designing, and controlling of the business processes that ensures business operations are uniform, efficient, and effective.*

*Knowledge management - transferring of information from one source to be identified, stored centrally, and transferred within an agency.*

*Review state and federal election laws, SEC Voter Registration and Elections Handbook, SEC policies and procedures, policies and procedures from select county board and other documents to create standardized policies and procedures for county boards. Observe voter registration and election processes at county offices.*

### 4. Requirements

*Describe the requirements that outline how the Contractor will operate while performing the tasks identified in Section 3. Clearly delineate each party's roles and responsibilities.*

*Contractor will work with SEC staff and select county boards to review current state and federal laws, and policies and procedures.*

#### 4.1. Tasks

*Describe the tasks the Contractor will provide in support of this task. Include as many tasks as required. Fully describe the specific requirements and work the Contractor must perform using performance-based language, identifying the final outcome, not how-to. Break out each discrete task separately. Each task may include subtasks. Make sure to determine the minimum requirements.*

- *Review state and federal election law*
- *Review SEC Voter Registration and Elections Handbook*
- *Review other SEC handbooks and guidance*
- *Review SEC policies and procedures*
- *Gather and review policies and procedures used by certain county boards*
- *Observe procedures being performed by county boards/identify best practices*

- *Develop draft uniform/standardized policies and procedures for all counties by phase/category listed below:*
  - *Voter registration*
    - *Registration of voters*
    - *Registration of students*
    - *Registration of voters previously convicted of felonies*
    - *Registration of a voter who moves from one county to another*
    - *Registration of homeless*
    - *Identification required to register to vote*
    - *Hours of operation/additional hours*
    - *Procedures for handling missing information on applications*
    - *Notice of disposition letters*
  - *Absentee voting*
    - *Requesting an application for absentee ballot*
      - *Who, when, how*
    - *Authorized representatives requesting absentee ballots*
    - *Who can return an absentee ballot?*
      - *When, how*
      - *Returning a ballot without an authorization form*
    - *Absentee log becomes public*
      - *When*
      - *What is released by county?*
    - *Ballot envelopes properly signed and witnessed*
    - *In person absentee voting hours/days*
    - *Operation of extension offices*
  - *Petitions*
    - *How to verify signatures*
    - *How to complete the Petition Receipt*
    - *Can a petition be amended?*
    - *What is public information?*
  - *Candidate filing*
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  - *Election Notices*
  - *Public testing of voting system*
  - *Provisional ballot hearing*
    - *Notice of hearing*
    - *Administrative challenges*
    - *Other challenges*
  - *Canvass of election results*
  - *Auditing*
    - *Reconciliations*
    - *Hand counts*
  - *Certification of election results*
  - *Conducting protest hearings*
    - *Who can protest? Who has standing?*
    - *When the hearing is held*
    - *Court reporter*
    - *Testimony*
  - *Retention of election materials*
  - *Security*
    - *Chain of custody*
    - *Asset management*
- *Obtain SEC staff approval*
- *Present final version of uniform/standardized policies and procedures to SEC*

#### **4.2. Desired Skills and Knowledge**

*Experience developing clear and concise policies and procedures. Experience with voter registration and election processes helpful, but not required.*